Technology Plan Checklist

ALEAT Instrument Items			Technology Plan
Item Categories	**Item ID**	**Name**	**Required Elements**
#1 Tech Plan Supporting Documents	**TP-01**	**LEA Profile & Technology Plan Contact**	☐ Correct technology plan effective dates (years) - this is a 3-year plan. [2011-2014] ☐ Completed LEA Profile information. ☐ Completed Primary Contact Information. ☐ Completed Secondary Contact Information.
#1 Tech Plan Supporting Documents	**TP-02**	**Technology Plan Committee**	☐ Included a timeline description indicating how often the technology plan committee will meet - the minimum is annually. ☐ Included a narrative or chart description indicating how the technology plan committee will evaluate the entire technology plan. ☐ A district upper level administrator has been included such as District Superintendent and/or Assistant Superintendent or Principal for a Charter school. ☐ At least one representative of each: school principal, teacher, technology coach (if any), parent (other than a community member or staff), and community member (other than a parent or staff). ☐ Recommendation: Federal programs director, curriculum director, ed tech director or coordinator, special education director, and ELL director have been included in the committee. (A director may have more than one assignment/duty and should list all roles for that person.)
#1 Tech Plan Supporting Documents	**TP-03**	**Technology Vision and Mission Statement**	☐ Vision statement should reflect 21st Century technology. ☐ Mission statement should reflect technology and how technology will increase academic achievement as well as students and teachers technology literacy skills.
#1 Tech Plan Supporting Documents	**TP-04**	**CIPA Certification & LEA Approval**	☐ Name of School/District and correct plan dates included. ☐ One of the four (4) CIPA certification choices has been selected. ☐ Included school board approval date or projected approval date. ☐ Uploaded a copy of the signed CIPA Compliance & LEA Approval form into your electronic filing cabinet in ALEAT under TP-04. ☐ Sent, via US certified mail, the original, hard copy with District Superintendent or Charter School Principal signature in **blue ink**.
#1 Tech Plan Supporting Documents	**TP-05**	**Technology Plan Needs Assessment**	In reflection of the Arizona Long-Range Strategic Educational Technology Plan and the Arizona State Technology Standard the current reality and needs of the LEA have been identified through: ☐ Student Learning: fully addresses the questions/issues with current reality and provides a list of needs. ☐ Leadership: fully addresses the questions/issues with current reality and provides a list of needs. ☐ Preparation and Development of Educators: fully addresses the questions/issues with current reality and provides a list of needs. ☐ Infrastructure: fully addresses the questions/issues with current reality and provides a list of needs.

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#1 Tech Plan Supporting Documents	**TP-06**	**Technology Plan Annual Budget Summary**	☐ Change the status of TP-06 to show as **NOT MONITORED** and save.
#2 Goals - Strategies - Action Steps	**TP-07**	**ALEAT Continuous Improvement Plan - NCLB Goals #1-6 Strategies & Action Steps** **1A: Reading/Language Arts** **1B: Math** **2: Highly Qualified** **3: ELL** **4: Safe Drug-Free Schools Conducive to Learning** **5: High School Graduation** **6: Parent Involvement**	☐ The technology committee has collaborated and completed technology focused action steps that support one or more strategies for each NCLB goal within the ALEAT Continuous Improvement Plan. 　　- Reading/Language Arts 　　- Math 　　- Highly Qualified 　　- ELL 　　- Safe, Drug-Free Schools Conducive to Learning 　　- High School Graduation 　　- Parent Involvement ☐ Technology focused **strategies** have been included if there wasn't any evidence of an established strategy that technology focused action steps would support with every NCLB goal in the Continuous Improvement Plan. ☐ At least one technology focused **action step** that supports an established strategy or a new technology strategy has been included with every NCLB goal in the Continuous Improvement Plan. ☐ Required: NCLB Goal #4, Safe, Drug-Free Schools Conducive to Learning, includes a strategy and action steps that relate to Internet Safety and CIPA requirements. 　　- Strategy: "Network/Internet Filtering and Acceptable Use Agreements" 　　　- Action Step: Installing (or maintaining) and monitoring of firewalls and Internet security systems that are CIPA compliant; 　　　- Action Step: The LEA policy requires staff and students and parents to agree to an Internet Users Agreement (also known as an Internet Safety Policy or Acceptable Use Policy.) ☐ Evidence of how each technology action step will be evaluated has been included in the description of the action step. ☐ Action steps include start and stop dates (timeline) that are current within the timeframe of the technology plan. ☐ Action steps have a status of "Not Begun" or "In Progress." ☐ All technology focused action steps have a "tech" tag. ☐ The STATUS of TP-07 has been updated and saved. (Monitoring side of ALEAT)

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#2 Goals - Strategies - Action Steps	TP-08	ALEAT Continuous Improvement Plan - 7: Technology Literacy Goal	☐ The technology committee has collaborated and completed technology focused action steps that support one or more strategies for the Technology Literacy goal within the ALEAT Continuous Improvement Plan.
			☐ Includes an appropriate Technology Literacy SMART goal.
			    - **S**trategic
			    - **M**easurable
			    - **A**ttainable
			    - **R**easonable
			    - **T**ime bound
			☐ Strategies that addresses and encompasses the ***AZ State Technology Standard*** for student technology literacy are evident.
			  <u>Minimum</u> Required (3) Strategies:
			    - Student engagement with technology
			    - Assessing student technology literacy skills
			    - 21st Century technology professional development for teachers
			☐ A <u>minimum</u> of three (3) **technology literacy action steps (one per strategy)** that support student technology literacy strategies is evident.
			    - Action Step: Evidence of how the students will be engaged with technology to foster the growth of their technology literacy skills has been included.
			    - Action Step: Evidence of how 8th grade and/or high school (if applicable) students have mastered an 8th grade level of technology literacy has been included.
			    - Action Step: Evidence of 21st Century technology literacy Professional Development for teachers has been included.
			☐ Evidence of how each technology action step will be evaluated has been included in the description of the action step.
			☐ Action steps include start and stop dates (timeline).
			☐ Action steps have a status of "Not Begun" or "In Progress."
			☐ All technology focused action steps have a "tech" tag.
			☐ This goal has been officially "submitted" in the Continuous Improvement Plan.
			☐ The STATUS of TP-08 has been updated and saved. (Monitoring side of ALEAT)

			☐ Used the correct templates. ☐ Uploaded completed templates in the "Attach Evidence Doc" under **Requested Documents**. ☐ Entered strategy and action step information in the Continuous Improvement Plan for TP-07 and TP-08.